

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ X EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0162713	10. Budget Program Number 23611		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Accountant I			
3. Division Kansas City Region			12. Proposed Class Title			
4. Section Operations	For Use By Personnel Office	13. Allocation				Position Number
5. Unit Business Management Support		14. Effective Date				
6. Location (address where employee works) City Overland Park County Johnson		15. By	Approved			
7. (circle appropriate time) x Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM AM/PM To: 5:00 PM AM/PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This is a key position in the Business Management Support (BMS) unit with primary responsibility for performing accounting work and ensuring timely and accurate processing of all fiscal and provider/vendor payments for the Kansas City DCF Region

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Kristy Nissley	Accountant II	K0151004

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Considerable latitude is allowed. The employee must set independent work priorities and meet deadlines without reminders. Employee must adhere to all policies in the Department of Administration and DCF General Services Policy and Procedure Manuals as well as any State, DCF, or Kansas City Region established rules, regulations, or policies.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
30%	E	<u>Reconciliations and Report Management</u> Oversees the Hertz and Enterprise reconciliation of monthly invoicing. Gathers documentation and maintains all KC Region Reconciliation of monthly fee fund transactions. Produces regional reports on vehicle mileage and maintenance. Gathers Safe audit reports monthly and keeps the Safe Report forms updated. Sends out Safe Audit reports to Operations Director and communicates errors to Safe Reporters throughout the region. Develops and maintains current spreadsheet of all monthly copier usage and quarterly cost projections for each office and the region. Maintains documentation of postage usage and cost projections quarterly
25%	E	<u>BPC Reconciliation</u> –Approves all KC Region Business Procurement Card (BPC) charges weekly on the SMART system. Follows all related policies and procedures defined by Department of Administration and DCF Central Office. Reconciles all BPC charges to actual bank withdrawals, per UMB Bank account through SMART
15%	E	<u>Imprest Fund</u> – Monitors all ledger entries on a regular basis in order to remain current on fund balances and ensure sufficient monies are available to cover checks. Processes reimbursements through the SMART system. Reviews, audits, and monitors the reimbursement process to ensure all funds are appropriately paid, including records of employee issuances for emergency payroll and travel.
20%	E	<u>Fee Fund</u> – Monitors receipt paperwork prepared by the fee fund clerks in the region’s five offices to ensure completeness and accuracy. Prepares bank deposits and tracks deposits made. Submits weekly reports to central office to account for deposits so payments are properly credited. Processes weekly report balance as a deposit in the SMART Accounts Receivable module. Tracks withdrawals and works with central office to resolve any discrepancies and provide clarification as necessary. Answers questions and provides assistance and guidance to the fee fund clerks.
10%	M	<u>Records Retention</u> – Designs and monitors records retention system in order to ensure the accessibility of all payment records for the efficient retrieval of needed information. Provides guidance to Unit SAAs responsible for scanning and filing and supervises Unit Interns assigned to this task. Collects and prepares audit information materials as requested by Supervisor.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (x) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to properly perform accounting and accountability duties could result in inappropriate use of state and federal funds and/or delay payments to providers/vendors. Delayed payments to providers/vendors can result in lack of operational support required to carry out the mission of the agency.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position involves daily face-to-face, telephone, and electronic contact with: agency customers, employees, providers/vendors, community resource agencies, government officials, and the general public in regard to payments and other fiscal matters, including reconciliation, instructions, and training

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomforts typical of offices such as sitting for long periods of time. Some stress may be involved in meeting deadlines and receiving complaints from DCF staff and providers/vendors

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:
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PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

One year of professional experience in accounting and/or auditing. Education in business may be substituted for experience as determined relevant by the agency.

Licenses, certificates and registrations

Special knowledge, skills and abilities

Ability to contribute to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, the general public.

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date